DOCUMENT RESUME

ED 269 028 IR 051 505

TITLE	Today's Libraries. A Resource Guide for Teachers.
INSTITUTION	Ventura County Superintendent of Schools, Calif.
PUB DATE	[84]
NOTE	45p.; Developed by staff from the Thousand Oaks Library, Ventura County Library Services Agency, and the Ventura County Superintendent of Schools, Curriculum Department.
AVAILABLE FROM	IDEA Factory, Building 174, 275 Pleasant Valley Road, Camarillo, CA 93010 ($1.50).
PUB TYPE	Guides - Classroom Use - Guides (For Teachers) (052)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Elementary Education; Guidelines; Instructional Materials; Library Cooperation; *Library Instruction; *Library Materials; *Library Skills; *Public Libraries; *School Libraries

ABSTRACT

This resource guide was developed to provide teachers with ready-to-use activity sheets and suggested discussion topics to teach basic skills students need to use both school and public libraries effectively. Several assumptions were made in developing the guide: students can read at their grade level (although most materials are easily adapted); students know the parts of a book; all materials are housed in the library according to a logical system; and students understand an author's inverted name. Based on these assumptions, the guide includes a variety of teaching aides to help with instruction on how to use a card catalog, microfilm catalog, and computer online catalog. Students receive decoding tips for information found on various types of entries and gain a basic understanding of library terminology. The materials are classified by grade levels, 2-3, 4-6, 6-8, followed by two separate glossaries of vocabulary appropriate for the various levels. A list of suggested independent activities which can be adapted to any grade level is included. A bibliography of recommended supplementary sources concludes the document. (THC)

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TODAY'S LIBRARIES

A Resource Guide for Teachers

The public schools and the public library share a common goal of lifelong education for children. Education teaches the child the questions to ask and the library provides the sources to answer those questions. An important part of a child's education is learning what resources are available and how to utilize them so that the students will be empowered with every kind of knowledge imaginable.

Research assignments as an integral part of the education process bring together the public library and the education experience. In order for the child to have successful research experiences, he/she must know the basics about the organization of a library, as well as the research tools and recreational reading sources available. Students are being exposed to high-tec learning at very early ages and,to balance this, they must also have a sense of the culture and history which led to current advancements. The public libraries' resources, supplementing the educational program, can provide this link, bringing together the past, present, and future.

The purpose of this Resource Guide is to provide ready-to-use activity sheets and suggested discussion topics to highlight the basic skills students need in order to effectively use the library. This guide was developed with several things in mind:

1) students can read at their grade level (although most materials are easily adapted);

2) students know the parts of a book;

3) all materials are housed in the library according to a logical system; and

4) students understand an author's inverted name.

Based on these assumptions, the guide includes a variety of teaching aides to help with the instruction of how to use a card catalog, microfilm catalog, and computer on-line catalog. Students will receive decoding tips for information found on various types of entries, as well as gain a basic understanding of library terminology. The advantages and disadvantages of various reference tools will become clear, enabling the students to make appropriate choices when doing research and recognize that many sources overlap in content.

The materials are classified by grade levels, 2-3, 4-6, 6-8, followed by two separate glossaries using vocabulary appropriate for the various levels. There is a suggested list of independent activities included which can be adapted to any grade level and a bibliography of recommended supplementary sources.

Please use this guide in your teaching about the library and its vast resources. The students' lives will be richer and more learning will take place as you utilize the activity pages and conduct the class discussions. If you have any suggestions about how the resource guide can be improved or expanded, please call the Ventura County Superintendent of Schools Office at 805 652-7339 and Childrens' Services of the Ventura County Library at (805) 652-7540.

Thank you.

SECTION I

WHAT'S IN THE LIBRARY

Introducing students to the variety of materials and services available in a library

GRADES 2 & 3

WHAT'S IN THE LIBRARY?

TEACHER INSTRUCTIONS

1. DISCUSS: HOW MANY OF YOU HAVE BEEN TO A LIBRARY?
   WHAT THINGS HAVE YOU SEEN IN THE LIBRARY?

2. HAVE STUDENTS COMPLETE THE WORD FIND PUZZLE USING THE EIGHT WORDS LISTED. MOST OF THE ITEMS ARE FOUND IN ALL LIBRARIES, WHILE PUPPETS, COMPUTERS, ETC., WILL BE FOUND ONLY IN SOME LIBRARIES.

3. DISCUSS THE MEANINGS OF THE EIGHT WORDS, OR HAVE STUDENTS LOOK THEM UP. A GLOSSARY IS PROVIDED IN THIS PACKET.

4. WITH THEIR KNOWLEDGE OF EACH WORD, STUDENTS WILL BE ABLE TO FILL IN THE BLANKS IN THE THREE SENTENCES AT THE END OF THE WORD FIND PUZZLE.

GRADES 2-3

WHAT'S IN THE LIBRARY?

L	B	T	B	A	L	E	O	P	T	C	L
M	Z	N	M	Y	T	T	L	Q	R	A	I
F	U	R	G	W	P	B	O	O	K	S	B
G	S	C	O	M	P	U	T	E	R	S	R
I	Q	L	E	A	F	G	M	R	E	E	A
E	F	M	B	G	T	X	C	N	C	T	R
L	I	B	R	A	R	I	A	N	O	T	Y
T	N	O	L	Z	J	K	T	X	R	E	C
N	D	N	T	I	L	F	A	P	D	S	A
B	C	F	I	N	B	C	L	H	S	F	R
P	U	P	P	E	T	S	O	M	P	L	D
F	R	G	H	S	X	T	G	L	N	O	L

BOOKS
PUPPETS
MAGAZINES
CASSETTES
RECORDS
LIBRARIAN
CATALOG
COMPUTERS
LIBRARY CARD

1. EVERY BOOK IN THE LIBRARY IS LISTED IN THE _____.
2. THE _____ IS THE PERSON WHO HELPS PEOPLE FIND WHAT THEY NEED IN THE LIBRARY.
3. _____ AND _____ ARE TWO KINDS OF PRINTED MATERIAL THAT PEOPLE READ FOR FUN OR INFORMATION.

GRADES 4 AND 5

WHAT'S IN THE LIBRARY?

TEACHER INSTRUCTIONS

1. DISCUSS: DO YOU HAVE A LIBRARY CARD? IF NOT, DO YOU KNOW HOW TO GET ONE? WHAT THINGS HAVE STUDENTS SEEN IN THE LIBRARY? SOME LIBRARIES HAVE TOYS, PETS, MOVIES, FILM STRIPS, COMPUTERS OR OTHER ITEMS. WHAT IS THE MOST IMPORTANT THING IN THE LIBRARY, AND WHY?

2. HAVE STUDENTS COMPLETE THE WORD FIND PUZZLE USING THE 12 WORDS LISTED BENEATH THE PUZZLE. MOST OF THE ITEMS ARE FOUND IN ALL LIBRARIES, WHILE PUPPETS OR COMPUTERS WILL BE FOUND ONLY IN SOME LIBRARIES.

3. DISCUSS THE DEFINITIONS OF THE 12 WORDS, OR HAVE STUDENTS LOOK THEM UP. A GLOSSARY IS PROVIDED IN THIS PACKET.

4. STUDENTS WILL BE ABLE TO MATCH THE WORD ON THE LEFT WITH THE DEFINITION ON THE RIGHT (IMMEDIATELY FOLLOWING THE WORD FIND PUZZLE).

WHAT'S IN THE LIBRARY?

A	L	B	C	O	P	Y	M	A	C	H	I	N	E
L	X	P	A	M	P	H	L	E	T	S	P	Q	E
I	F	N	S	T	U	D	Y	D	A	N	O	S	L
B	T	O	S	U	S	P	N	O	B	O	E	R	I
R	E	F	E	R	E	N	C	E	X	N	S	F	B
A	R	O	T	Z	C	O	T	L	I	R	B	G	R
R	M	S	T	L	D	P	C	Z	T	S	C	L	A
I	G	N	E	W	S	P	A	P	E	R	S	M	R
A	T	L	S	N	D	G	T	U	S	T	E	X	Y
N	L	X	B	R	A	R	A	P	L	F	H	Z	C
M	H	G	O	M	P	U	L	E	R	T	M	T	A
P	I	M	A	G	P	C	O	M	P	U	T	E	R
Q	B	E	L	F	S	F	G	T	C	B	I	E	D
T	C	N	O	M	T	B	L	S	M	P	S	L	D

REFERENCE
PUPPETS
MAGAZINES
NEWSPAPERS
PAMPHLETS
CASSETTES
LIBRARIAN
CATALOG
COPY MACHINE
STUDY
COMPUTER
LIBRARY CARD

GRADES 6-8

WHAT'S IN A LIBRARY?

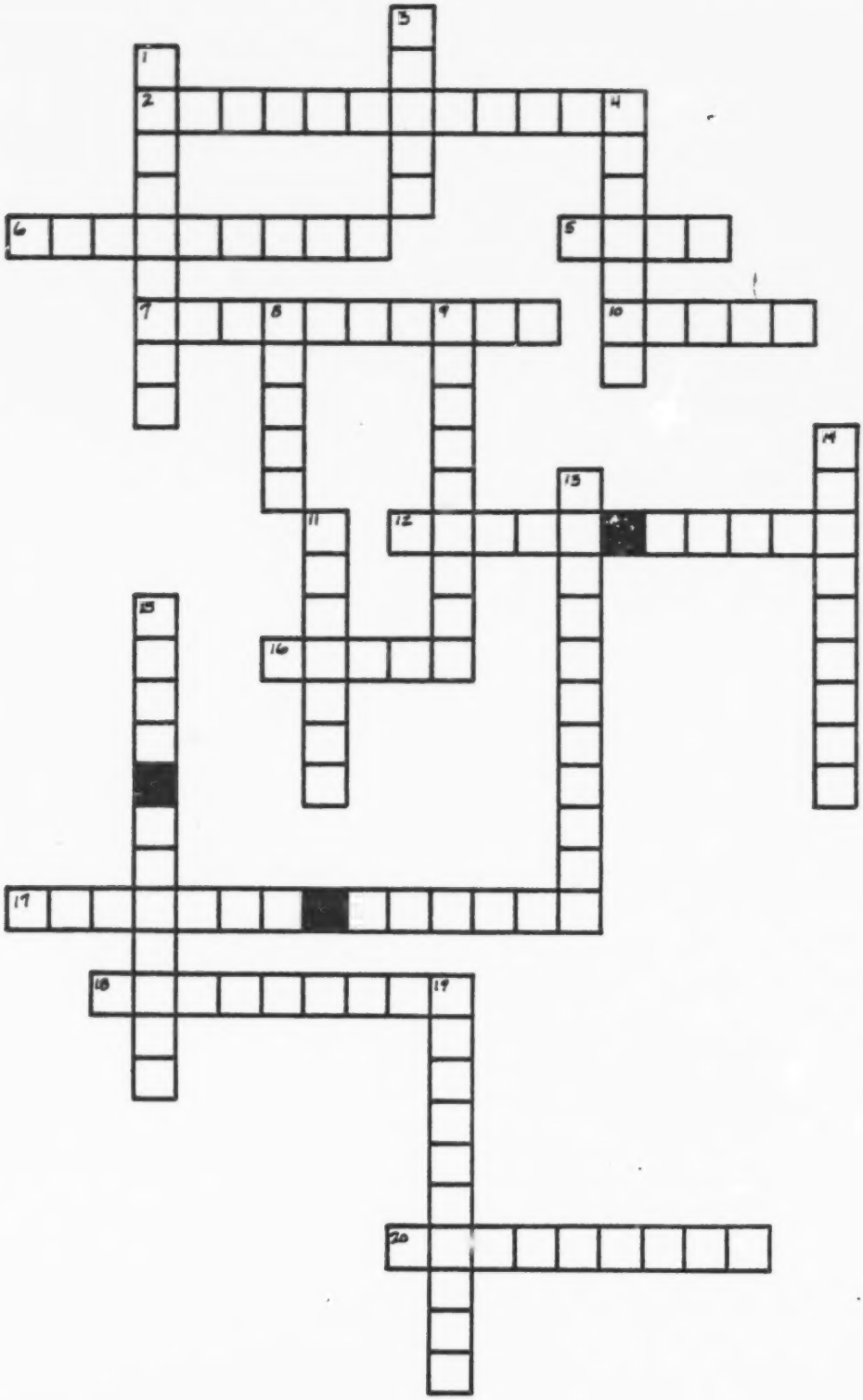
DOWN

1. Publication issues at regular intervals which contains information on current events, feature articles, editorials.
3. Sphere on which a map of the earth or heavens is printed.
4. Books with current up-to-date information about politics, economics, sports, population, etc.
8. Publication which refers the user to a book, magazine, newspaper, etc. where information may be located.
9. Electronic devices that perform complex operations using information they receive and store.
11. Discs on which sounds are recorded and played back on a phonograph.
13. Machines used to produce printlike letters on paper.
14. Magnetic tape on which sounds are recorded and played back on a tape player.
15. A machine which takes a picture of a book's page and prints the image on paper.
19. A sheet of plastic containing rows or pages reproduced from books and greatly reduced.

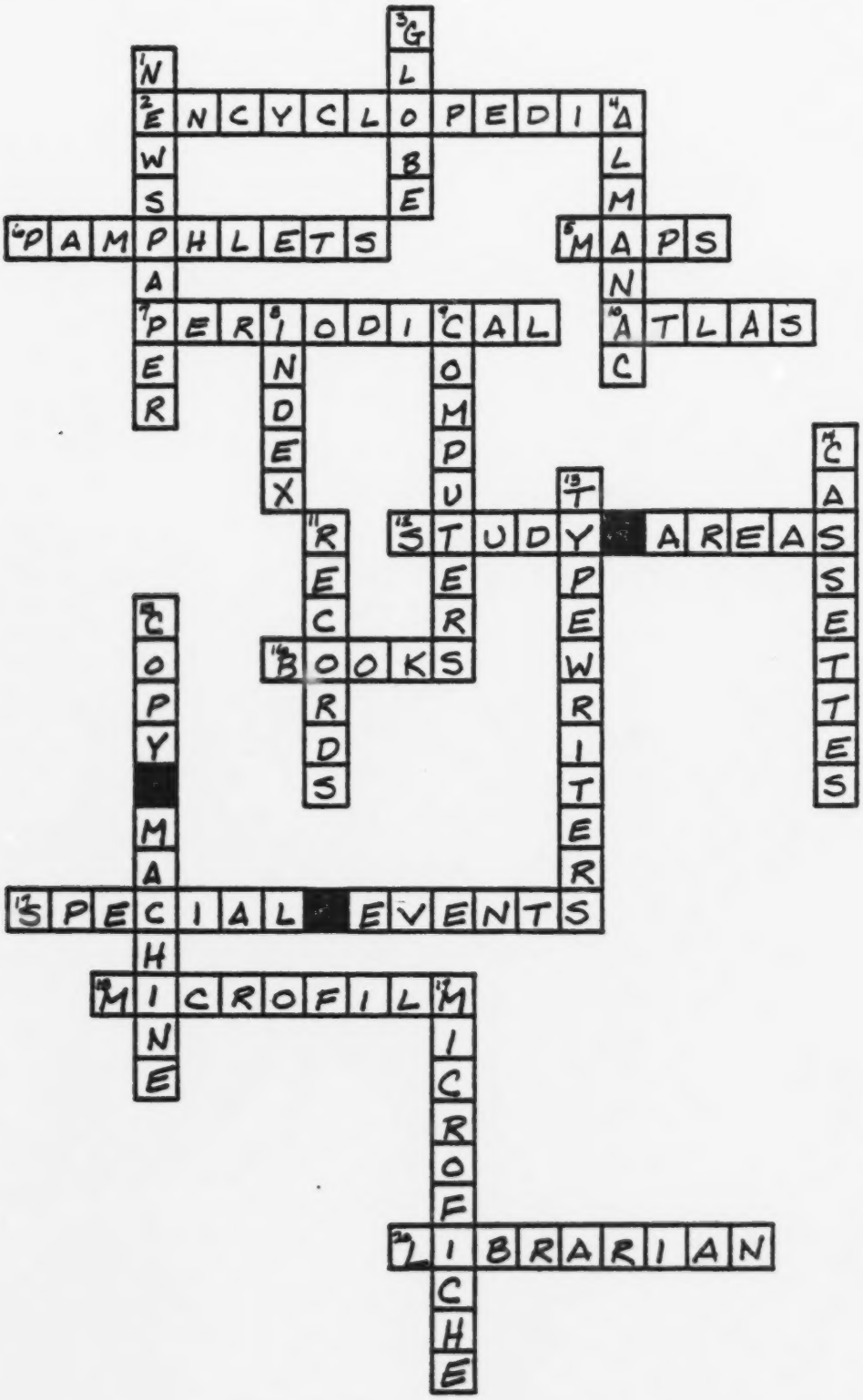
ACROSS

2. A set of books including articles on many subjects or specific aspects of a particular field.
5. Drawings of countries, states or other regions of the earth's surface.
6. Printed publications usually having a paper cover and of current interest.
7. Another word for magazine.
10. A collection of many maps.
12. Quiet places to complete school assignments or reading.
16. A Wrinkle in Time and How to Eat Fried Worms are _____.
17. Story-times, puppet shows, author parties and other happenings.
18. Documents are photographed and reduced in size to be looked at through a _____ reader.
20. Persons who answer reference and information questions and suggest books for you to read.

STUDENT WORKSHEET



TEACHER ANSWER SHEET



SECTION II

LIBRARY ORGANIZATION AND ORIENTATION

Teaching students to understand how the library is organized and how to find the materials that they need

TEACHER INSTRUCTIONS

ACTIVITY I

THIS GRAPHIC WAS DESIGNED WITH A COLOR CODE IN MIND. THE PURPOSE WAS TO SHOW THE MANY WAYS A CHILD CAN GET FROM 'WANTING' A BOOK, TO HAVING THE BOOK PLACED IN HIS/HER HANDS.

USING THE CHILD AS A STARTING POINT, DRAW A LINE:

PATH 1: FROM CATALOG TO BOOK;
PATH 2: FROM CATALOG TO LIBRARIAN TO BOOK;
PATH 3: FROM LIBRARIAN TO CATALOG TO BOOK;
PATH 4: FROM LIBRARIAN TO BOOK
PATH 5: TO BOOK

USING COLORED PENS, CRAYONS ETC., CHILDREN CAN TRACE THE VARIOUS PATHS TO THE BOOK. THIS COULD BE USED WITH AN OVERHEAD PROJECTOR AS WELL.

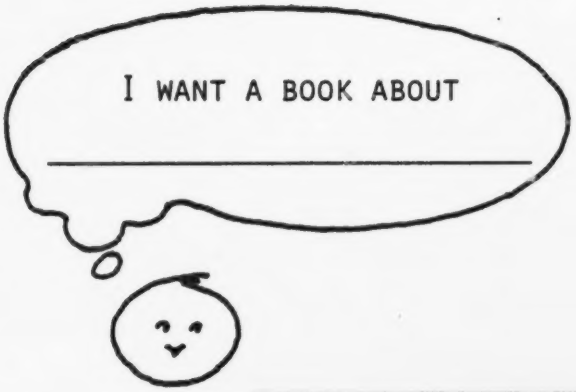
ACTIVITY 2

THIS ACTIVITY WAS DESIGNED TO TARGET THE ESSENTIAL INFORMATION A CHILD WOULD NEED TO FIND A PARTICULAR BOOK ON HIS/HER OWN OR WITH AN ADULT OR LIBRARIAN. THE MAIN INFORMATION IS AUTHOR, TITLE, SUBJECT AND CALL NUMBER (OR ADDRESS). WE HAVE SUGGESTED CIRCLING THE SUBJECT, UNDERLINING THE AUTHOR, BOXING IN THE TITLE, AND COLORING OVER THE CALL NUMBER.

ACTIVITY 3

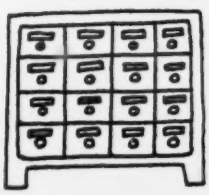
USING A BOOK FROM THE CHILD'S DESK, OR ONE OF YOUR OWN CHOOSING, FILL IN THE LINES ON THE SAMPLE "SEARCH SLIP". A CHILD THAT CAN PICK OUT THIS INFORMATION FROM A CATALOG ENTRY AND WRITE IT DOWN, WILL BE AN IMMENSE HELP TO THE LIBRARIAN OR ADULT HELPING TO LOCATE THE BOOK. THIS IS ALSO THE FIRST MAJOR STEP IN LOCATING A BOOK BY HIM/HERSELF. PLEASE NOTE THAT ALL BOOKS WITH A "J" IN THE CALL NUMBER ARE WRITTEN FOR CHILDREN. IN LIBRARIES WITH AN INTEGRATED NON-FICTION COLLECTION, THIS WILL HELP DIRECT CHILDREN TO THE MORE APPROPRIATE BOOKS.

NAME _____

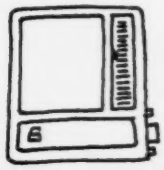


LIBRARIAN

Lists of books are kept in catalogs.



Card Catalog



Microfilm Catalog

Computer Catalog

"What will I see in a catalog of books?"
You will see an entry that looks like this:

FICTION - make believe

Mystery.

Quackenbush, Robert. Rickshaw to horror, a Miss Mallard mystery. 30691281 Prentice-Hall, c1984. 48p col. ill. j to V

NON-FICTION - real

DINOSAURS.
Aliki. Digging up dinosaurs 30124077 New York, Crowell, c 1981 j567.91 L SL SB SM to V

MAKE YOUR OWN CATALOG ENTRY.

_____
SUBJECT

_____
AUTHOR LAST NAME FIRST NAME

_____
TITLE

TEACHER INSTRUCTIONS

ACTIVITY 1

THIS GRAPHIC WAS DESIGNED WITH A COLOR CODE IN MIND. THE PURPOSE WAS TO SHOW THE MANY WAYS A CHILD CAN GET FROM 'WANTING' A BOOK TO HAVING THE BOOK PLACED IN HIS/HER HANDS.

USING THE CHILD AS YOUR STARTING POINT, CHART:

PATH 1: FROM CATALOG TO BOOK;
PATH 2: FROM CATALOG TO LIBRARIAN TO BOOK;
PATH 3: FROM LIBRARIAN TO CATALOG TO BOOK.

ACTIVITY 2 A

THIS ACTIVITY WAS DESIGNED TO TARGET THE ESSENTIAL INFORMATION A CHILD WOULD NEED TO FIND A PARTICULAR BOOK ON HIS/HER OWN OR WITH AN ADULT OR LIBRARIAN. THE MAIN INFORMATION IS AUTHOR, TITLE, SUBJECT, AND CALL NUMBER OR ADDRESS. WE HAVE SUGGESTED CIRCLING THE SUBJECT, UNDERLINING THE AUTHOR, BOXING IN THE TITLE, AND COLORING OVER THE CALL NUMBER.

ACTIVITY 2 B

ON A SEPARATE SHEET OF PAPER HAVE THE STUDENTS MAKE UP SAMPLE CARDS BASED ON THE EXAMPLES ON THEIR WORKSHEET.

USING A BOOK FROM THE CHILD'S DESK OR ONE OF YOUR OWN CHOOSING, CREATE YOUR OWN BOOK CATALOG ENTRY. ACCURACY OF THE CALL NUMBER (OR ADDRESS) IS UNIMPORTANT. THAT THEY RECOGNIZE THE NUMBER FOR A NON-FICTION BOOK IS THE MAIN CONCEPT TO CONVEY. PLEASE NOTE THAT ALL BOOK CATALOG ENTRIES PRECEDED BY A "J" WERE WRITTEN FOR CHILDREN. IN LIBRARIES WITH AN INTEGRATED COLLECTION, THIS WILL HELP DIRECT CHILDREN TO THE MORE APPROPRIATE BOOKS.

ACTIVITY 3

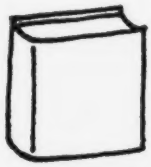
THIS IS A BASIC ALPHABETIZING EXERCISE. ALL BOOKS IN ANY LIBRARY ARE FILED ALPHABETICALLY BY THE AUTHOR'S LAST NAME WITHIN THEIR CATEGORY. DRAW A LINE UNDER THE AUTHOR'S NAME. USING COLORED PENS, CRAYONS, ETC., HAVE THE CHILDREN DRAW LINES FROM THE TITLE ON THE RIGHT TO THE ALPHABETICALLY CORRECT BOOK SPINE ON THE LEFT. THIS COULD BE USED WITH AN OVERHEAD PROJECTOR AS WELL.

NAME _____

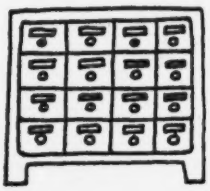
I WANT A BOOK ABOUT

_____

LIBRARIAN



List of books are kept in catalogs like these.



Card Catalog

Microfilm Catalog

Computer Catalog

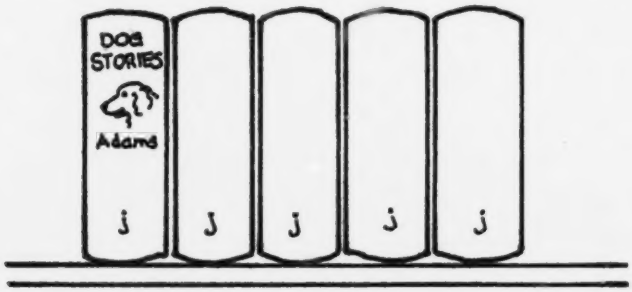
Sample Entry - fiction

The Unicorn and The Lake
Mayer, Marianna, 30353130 New York
Dial Press, c1982
j BSP L SL SB SM V

Sample Entry - Non-Fiction

Olney, Ross
Windsurfing: A Complete Guide
30414008 New York: Walker, c 1982
j 797.172 SB SM V

Show where the books would go on the library shelf.



Beverly Cleary. Ramona the Pest.

Judy Blume. Tales of a Fourth Grade Nothing.

Thomas Rockwell. How To Eat Fried Worms.

Wilson Rawls. Where the Red Fern Grows.

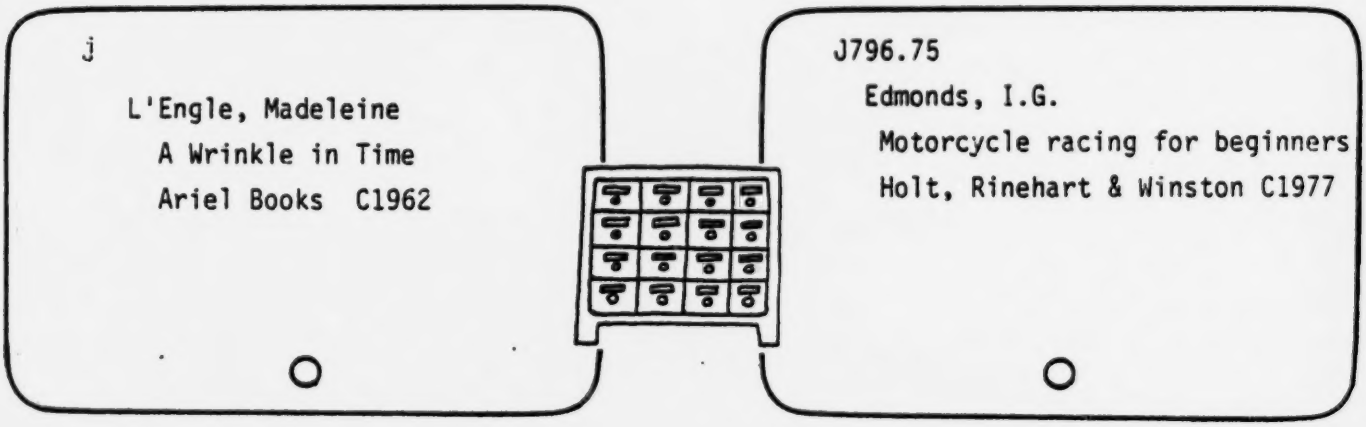
TEACHER INSTRUCTIONS

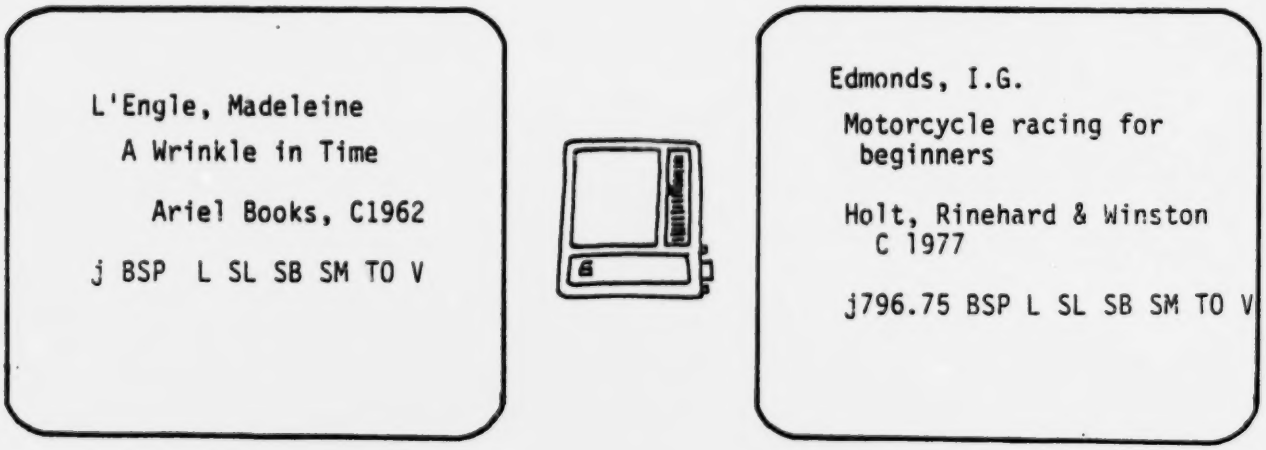
ACTIVITY

Below are examples of three standard catalog entries - 1) a card catalog entry; 2) a microfilm catalog entry; and 3) a computer catalog entry. Students are to fill in the necessary information in the blank spaces provided in the word problems to create a sample catalog entry. Emphasize that information format will vary whether listed on a card, on film, or on a computer screen.

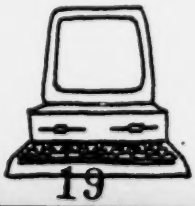
There is a juvenile fiction book called A Wrinkle In Time written by Madeleine L'Engle. It was published by Ariel Books; and has a copyright date of C1962. The call number (or address) for this book is 'j'.

There is a juvenile non-fiction book called Motorcycle Racing For Beginners written by I.G. Edmonds. It was published by Holt, Rinehart and Winston; and has a copyright date of C1977. The call number (or address) for this book is "j796.75".




L'Engle, Madeleine
A Wrinkle in Time
Ariel Books, C1962
j BSP L SL SB SM TO V
Edmonds, I.G.
Motorcycle racing for beginners
Holt, Rinehard & Winston
C 1977
j796.75 BSP L SL SB SM TO V

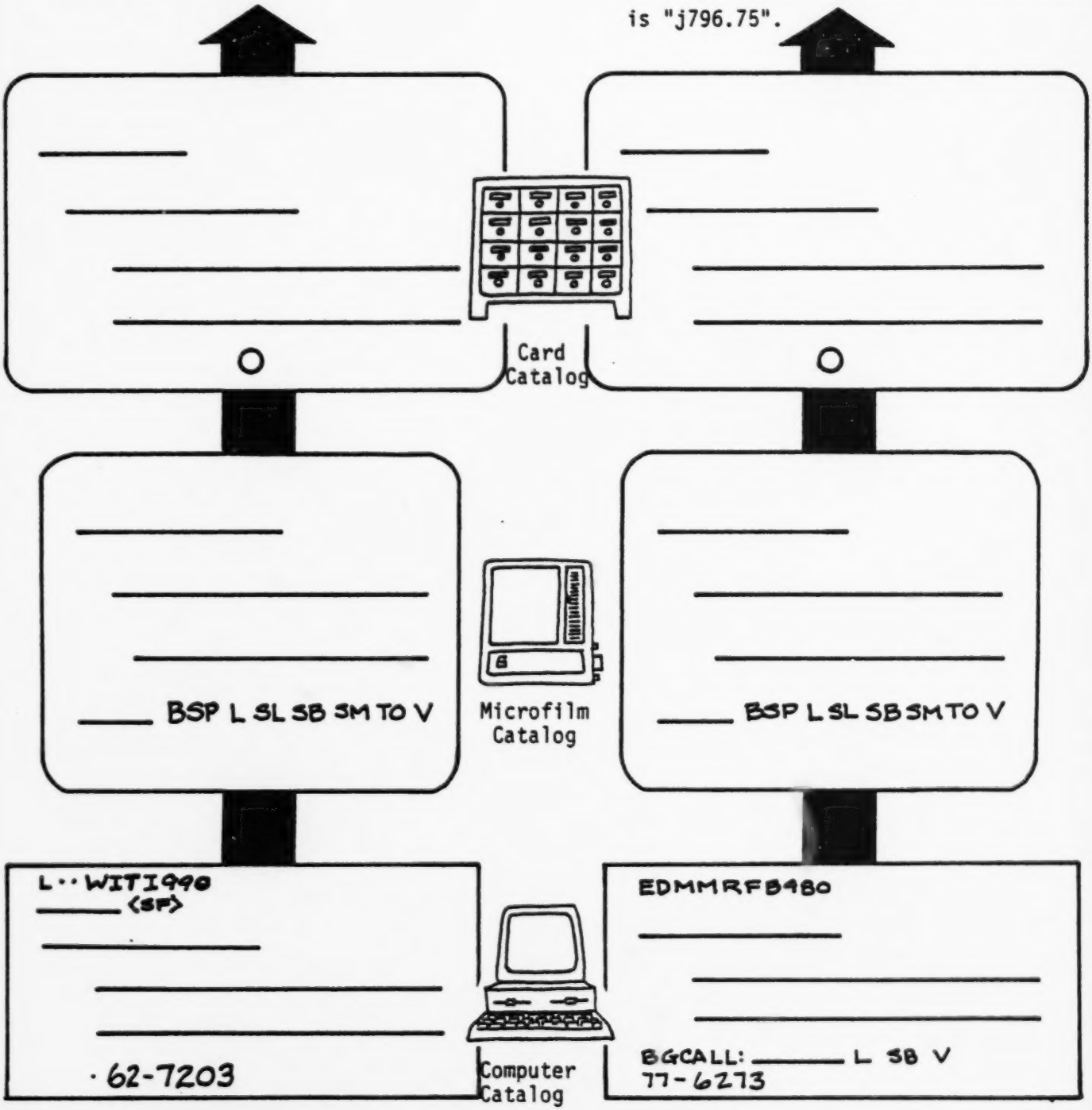
L*FWIT1980
j Fiction (SF)
L'Engle, Madeleine.
A wrinkle in time
Ariel Books, C1962



EDMMRFB980
796.75
Edmonds, I.G.
Motorcycle racing for beginners
I.G. Edmonds
New York: Holt, Rinehart & Winston C19
BGCALL: j 796.75 L SB V

There is a juvenile fiction book called A Wrinkle in Time written by Madeleine L'Engle. It was published by Ariel Books; and has a copyright date of C1962. The call number (or address) for this book is "j".

There is a juvenile non-fiction book called Motorcycle Racing for Beginners written by I.G. Edmonds. It was published by Holt, Rinehart and Winston; and has a copyright date of C1977. The call number (or address) for this book is "j796.75".



From the information provided above, fill in and complete these sample entries.

SECTION III

RESEARCH

Basic research skills and tools that students need to effectively utilize library resources

RESEARCH: FICTION AND NON-FICTION

MATERIALS IN THE LIBRARY ARE GROUPED TOGETHER TO MAKE THEM EASY TO FIND. MATERIALS THAT ARE FICTION OR ABOUT THINGS THAT ARE MAKE-BELIEVE ARE TOGETHER. MATERIALS THAT ARE NON-FICTION OR ABOUT THINGS THAT ARE REAL ARE GROUPED TOGETHER.

DIRECTIONS: READ EACH TITLE BELOW. DECIDE IF THE TITLES ARE FICTION (MAKE-BELIEVE) OR NON-FICTION (REAL). DRAW A LINE FROM THE TITLE TO EITHER THE FICTION OR NON-FICTION SIDE OF THE PAGE.

FICTION

<u>WHERE THE WILD THINGS ARE</u>

<u>THE NEW TRUE BOOK OF HORSES</u>

<u>HIS PLACE IN HISTORY: THOMAS EDISON</u>

<u>A BEAR CALLED PADDINGTON</u>

<u>HOW TO DRAW ONE HUNDRED DINOSAURS</u>

<u>THE VELVETEEN RABBIT: HOW TOYS BECOME REAL</u>

<u>THE SNAKE WHO SNEEZED</u>

<u>GREEN EGGS AND HAM</u>

<u>BANANAS: FROM TREE TO TABLE</u>

<u>THE GHOST WITH THE HALLOWEEN HICCUPS</u>

NON-FICTION

READ AND DISCUSS: WHERE WOULD THE BOOK <u>THE MYSTERIOUS TADPOLE</u> BELONG? WOULD YOU PUT IT IN THE FICTION OR THE NON-FICTION SECTION OF THE LIBRARY? WHY? WHAT COULD YOU DO TO FIND OUT IF IT HAS "REAL" INFORMATION OR IF IT IS A "MAKE-BELIEVE" STORY?

RESEARCH: FINDING THE "ADDRESS" OF A BOOK

ALL OF THE BOOKS IN THE LIBRARY ARE GIVEN AN "ADDRESS" BY THE LIBRARIAN. THIS "ADDRESS" HAS MANY NAMES: CALL NUMBER, SPINE LABEL, DEWEY DECIMAL NUMBER, OR LIBRARY OF CONGRESS NUMBER. THIS ADDRESS MAY BE LETTERS, NUMBERS, OR LETTERS AND NUMBERS. THE ADDRESS IS FOUND ON THE LEFT HAND SIDE OF AN ENTRY.

The Unicorn and The Lake Mayer, Marianna, 30353130 New York Dial Press, c1982 j BSP L SL SB SM V	Olney, Ross Robert, 1929- Windsurfing: A complete guide 30414008 New York: Walker, c1982 j 797.172 SB SM V

WHEN YOU WANT TO FIND INFORMATION FROM BOOKS IN THE LIBRARY, YOU USE THE CATALOG OF BOOKS WHERE ALL OF THE LIBRARIES' MATERIALS ARE LISTED. YOU MIGHT LOOK UP A SUBJECT OR AN AUTHOR. (LAST NAME, THEN FIRST NAME). ONCE YOU HAVE LOOKED UP THE SUBJECT OR AUTHOR, FIND THE BOOK'S ADDRESS. THIS ADDRESS WILL HELP YOU FIND A CERTAIN BOOK ON THE SHELF. LOOK AT THE SHEET OF SAMPLE ENTRIES THAT YOUR TEACHER HAS GIVEN YOU. CIRCLE THE CALL NUMBER FOR EACH BOOK.

WHEN YOU FIND AN ENTRY IN THE CATALOG OF BOOKS THAT LOOKS HELPFUL, COPY THE PARTS OF THE ENTRY THAT WILL HELP YOU SEARCH FOR THE BOOK. BELOW IS A SAMPLE OF A "SEARCH SLIP" THAT WILL HELP YOU REMEMBER THE INFORMATION THAT YOU OR THE LIBRARIAN WILL NEED TO FIND THE BOOK THAT YOU WANT. YOU SHOULD USE COPIES OF THIS SLIP WHEN YOU GO TO THE LIBRARY TO FIND A BOOK.

_____

CALL NUMBER
(BOOK'S ADDRESS)

_____ _____

AUTHOR'S LAST NAME AUTHOR'S FIRST NAME

_____

TITLE OF BOOK

RESEARCH: FINDING BOOKS BY AUTHOR

YOU JUST READ A TERRIFIC BOOK. YOU WOULD LIKE TO KNOW IF THE AUTHOR (THE PERSON WHO WROTE THE BOOK) HAS WRITTEN ANY OTHER BOOKS. BOOKS ARE LISTED IN ALPHABETICAL ORDER IN THE CATALOG OF BOOKS BY THE AUTHOR'S LAST NAME.

DIRECTIONS: LOOK AT THE LIST OF NAMES BELOW. UNDERLINE THE LAST NAME.

1. LORNA BALIAN
2. RICHARD SCARRY
3. ALICE SCHERTLE
4. MARY CALHOUN
5. ANNE SNYDER
6. EVE SUTTON
7. EDWARD MARSHALL
8. BARBARA DOUGLAS

DIRECTIONS: THE AUTHOR'S LAST NAME IS ALWAYS LISTED FIRST ON ENTRIES. USE THE LINES BELOW TO WRITE THE NAMES OF THE FIRST FIVE AUTHORS LISTED ABOVE. REMEMBER TO WRITE THE LAST NAME FIRST. THE FIRST ONE HAS BEEN DONE FOR YOU.

1. Balian, Lorna
2. _____
3. _____
4. _____
5. _____

RESEARCH: FINDING BOOKS BY SUBJECT

WHEN NEW BOOKS COME TO THE LIBRARY, THE LIBRARIAN DECIDES WHAT EACH BOOK IS ABOUT OR WHAT THE SUBJECT OF THE BOOK IS. FOR EXAMPLE, IF YOU GO TO THE LIBRARY TO LOOK UP DINOSAURS YOU WOULD LOOK UNDER THAT SUBJECT. THIS IS CALLED SUBJECT ENTRY.

DIRECTIONS: LOOK AT THE SHEET OF SAMPLE ENTRIES THAT YOUR TEACHER HAS GIVEN YOU. THE SUBJECT WORDS ARE PRINTED IN CAPITAL LETTERS ABOVE THE ENTRY. CIRCLE THE SUBJECT WORDS.

IN A CARD CATALOG DRAWER

787.61 Butterfield, Arthur.
Play guitar today by Arthur and Graham Butterfield. Chartwell Books, Inc. 1979.

J 500 Butter Side Up!
Pyke, Magnus
Butter side up!: The delights of science by Magnus Pyke.
New York: Sterling Pub. Co., c1977.

J The Butter Battle Book
Seuss, Doctor.
The butter battle book by Doctor Seuss.
New York: Random House, c1984.

J 813.54 b281 Butter at the Old Price
DeAngeli, Marguerite Lofft, 1889
Butter at the Old Price: the autobiography of Marguerite DeAngeli by Marguerite DeAngeli,
Doubleday, 1971.

BUTTER, ARTIFICIAL See Margarine

J 637 Butter
Mitsmutsch, Ali
From grass to butter: by Ali Mitsmutsch
Minneapolis: Carol Rhoda Books, c1981.

637 Butter
Stack, Maggie.
Home-made butter, cheese and yoghurt by Maggie Black.
Wakefield: EP Publishing, c1977.

BUTTER See Also Margarine

Fic Buttenwieser, Paul, 1938
Free association by Paul Buttenwieser 1st ed. Boston, Mass: Little, Brown, c1981. 239 p.

ON A MICROFILM READER SCREEN

Buttenwieser, Paul, 1938
Free association by Paul Buttenwieser, 1st ed. 30068398
Boston, Mass: Little, Brown, c1981, 239 p.
Fiction V

BUTTER See Also Margarine

BUTTER.
Black, Maggie, home-made butter cheese and yoghurt 30467586
Wakefield: EP Publishing, c1977.
637V

Black, Maggie. Produccion casera de mantequilla, quesos y yogurs 30195314, Barcelona: Ediciones Aura, c1980
637 SB

Hobson, Phyllis. Making homemade cheeses and butter 00570834
Garden May Pub., 2973
637.3 SB R 637.SB

Mitgutach, Ali. From grass to butter 30275702 Minneapolis: Carol Rhoda Books, c1981
1 637 SB V

BUTTER (cont.)

Winkler, Alice. Let's bake bread: 01693794 Lerner Publications Co., 2973.
J 641.815 SL

The Butter and Egg Man: a comedy in three acts
Kaufman, george S., 2889 - 00834750
Boni and Liveright, 1926.
822 K16d SB

BUTTER, ARTIFICIAL See Margarine

Butter at the Old Price: the autobiography of Marguerite DeAngeli
DeAngeli, Marguerite Lofft, 1889- 00338303 Doubleday, 1971.
813.54 b282 SL SB SM V

DeAngeli, Marguerite Lofft, 1889- 00927775 Doubleday, 1971.
J 813.54 b281 SB SM V

The butter battle book
Seuss, Doctor. 30686105 New York: Random House, c1984.
J BSP SL SM to V

ON A COMPUTER CATALOG

A. COMPUTER CATALOGS MAY GIVE CHOICES TO MAKE AND COMMANDS TO USE.

Welcome to the Public Library

You may search for materials in the catalog
using any of the paths listed below. If
you have a problem, use the word "HELP"
or ask a library staff member for assistance.

Author

Title

Subject

Start Over Help

B. COMPUTER SUBJECT LISTS ARE DISPLAYED IN ALPHABETICAL ORDER.

Aaron, Henry, 1934 -
Divorce Law
Karts (Midget Cars)
Statesmen, American
Zenophon - Fiction

Start Over Help

Burns and Scalds
Business Tax
Butler County (Ohio)
Butter
Butter - Juvenile Literature
Butterfield Trail

Start Over Help

C. A LIST OF TITLES BY SUBJECT.

There are 3 entries.
Select your choice to
see full record.

637
Mitgutsch, Ali.
From grass to butter

641.815
Winkler, Alice.
Let's bake bread:

START OVER | SCROLL UP | BACK UP | HELP

D. THE FULL ENTRY FOR ONE BOOK.

CLASS: JJ 637
1AUTHOR: Mitgutsch, Ali.
1TITLE: From grass to butter
DESCRIPT: Ali Mitgutsch, Minneapolis:
Carolrhoda Books, c 1981.
24 p.: col. ill.; 16 x 20 cm
TSERIES: A Start to finish book
1SUBJECT: Dairying.
2SUBJECT: Milk.
3SUBJECT: Butter.
BGCALL: J 637 SB V

START OVER | ADD'L COPIES | BACK UP | HELP

USING THE MICROFILM CATALOG

The snake that couldn't slither
Bradbury, Peggy. 02241382 Putnam, c1976.
j BSP L PR SB SM V

The snake that sneezed
Leydenfrost, Robert J., 1925-
00307041 Putnam, 1970.
j L SL SM V

Snake that went to school
Moore, Lilian. 00454338 Random House, 1957.
j BSP L SB V

SNAKE VENOM.
Klauber, Laurence Monroe, 1883-1968. Rattlesnakes, their habits, life histories, and influence on mankind 30272394 Berkeley: University of California Press, c1982.
597.96 PR SL SM TO V R 597.96 SL

Snakebiter
Kinder, Chuck. 01766236, Knopf, c1973.
Fiction L SL V

SNAKES see also particular kinds of snakes, e.g. Rattlesnakes, Poisonous snakes

Snakes
Brocket, Ray. 30407745 Chicago : Childrens Press, c1982.
j 597.96 SR SM V

Gross, Ruth Belov. 01867504
Four winds Press, 1975, c1973.
j 598.12 L SB SM V

SNAKES.
Brenner, Barbara. Snake-lover's diary : illustrated with photos 00257435 Young Scott Books, 1970.
j 598.12 L PS SL SB SM V

USE THE SAMPLE ABOVE TAKEN FROM THE MICROFILM CATALOG TO ANSWER THE FOLLOWING:

1. HOW MANY OF THE BOOKS LISTED ABOVE ACTUALLY HAVE THE TITLE SNAKES?

_____. FILL OUT THE FOLLOWING INFORMATION FOR THE ONE WITH THE MOST RECENT PUBLICATION DATES: (NOTE: THIS IS A SAMPLE OF THE INFORMATION YOU WOULD NEED TO RECORD FOR THE BIBLIOGRAPHY OF A PAPER/REPORT YOU MIGHT BE WRITING).

TITLE_____

AUTHOR_____

PUBLISHER_____

PLACE OF PUBLICATION_____

COPYRIGHT DATE_____

WHEN YOU LOOK FOR THE BOOK ON THE SHELF YOU NEED THE CALL NUMBER. WRITE IT IN THE SPACE PROVIDED_____

WHAT LIBRARIES CARRY THIS BOOK?_____

WOULD THIS BE A GOOD REFERENCE BOOK FOR A SENIOR IN HIGH SCHOOL? WHY OR WHY NOT?_____

WHAT TYPES OF ENTRIES ARE USED? _____

_____

WHY DO YOU THINK A BOOK MIGHT BE LISTED UNDER BOTH THE SUBJECTS SNAKES AND REPTILES? _____

_____

_____

WRITE THE NAME OF A TOPIC GIVEN AS A CROSS-REFERENCE.

_____.

DO YOU KNOW THE BEST PLACE TO LOOK?

THE FOLLOWING ARE AMONG THE MANY SOURCES OF INFORMATION AVAILABLE AT YOUR LOCAL LIBRARY. DO YOU KNOW THE ADVANTAGES AND DISADVANTAGES OF EACH OF THEM? BRIEFLY LIST THE ADVANTAGES AND DISADVANTAGES OF USING EACH OF THE FOLLOWING SOURCES TO LOCATE INFORMATION. START OUT BY BRIEFLY TELLING WHAT YOU MIGHT EXPECT TO FIND IN THE SOURCES LISTED.

	WHAT INFORMATION DOES IT GIVE YOU?	ADVANTAGES	DISADVANTAGES
ENCYCLOPEDIA			
DICTIONARY			
NON-FICTION BOOK			
ALMANAC			
ATLAS			
NEWSPAPER			
MAGAZINE			

THERE ARE BLANKS TO THE LEFT OF THE SOURCES LISTED ABOVE. PUT A "1" IN THE BLANK NEXT TO THE SOURCE MOST LIKELY TO HAVE THE MOST CURRENT INFORMATION. PUT A "2" IN THE BLANK OF THE NEXT MOST CURRENT SOURCE, ETC. ASSUME THAT ALL ARE THE MOST CURRENT COPY OF THAT SOURCE AVAILABLE.

WHICH SOURCE?

ATLAS NEWSPAPER MAGAZINE DICTIONARY
ENCYCLOPEDIA ALMANAC NON-FICTION BOOK

USE THE ABOVE SOURCES IN THE BLANKS BELOW. IN SOME CASES MORE THAN ONE IS POSSIBLE. (CHALLENGE: WHEN WOULD YOU USE ONE RATHER THAN ANOTHER - IF MORE THAN ONE IS POSSIBLE).

1. BIOGRAPHY OF A TENNIS PLAYER WHO JUST WON WIMBLEDON_____.
2. LAST YEAR'S RAINFALL IN CALIFORNIA_____.
3. CITIES ON THE WEST COAST OF AFRICA_____.
4. CURRENT INFORMATION ABOUT AEROBICS AND DIET _____.
5. DETAILED INFORMATION ABOUT THE HABITS OF RATTLESNAKES _____
6. THE TITLES OF ACADEMY AWARD WINNING MOVIES FOR THE LAST YEAR _____
7. THE PRESIDENT'S ACTIVITIES YESTERDAY _____.
8. CURRENT MAPS OF A COUNTRY FOR A VACATION TRIP YOU ARE PLANNING _____.
9. INFORMATION ABOUT THE INVENTIONS OF THOMAS A. EDISON _____.
10. THE DERIVATION OF THE WORD "SONAR" _____.
11. THE EARLY HISTORY OF BASEBALL_____.
12. HOW THE DODGERS DID YESTERDAY _____.
13. THE CURRENT POPULATION OF CHINA _____.
14. WEATHER YESTERDAY IN SALT LAKE CITY _____.
15. WHEN TAPE RECORDERS WERE INVENTED _____.
16. WHAT "PRECIPITATION" IS _____.

BATTLE OF THE BOOKS.....

IN FRONT OF YOU WE HAVE THE CHAMPION . . . . TABLE OF CONTENTS

RIGHT BEHIND YOU THE CONTENDER . . . . . INDEX

YOU ARE THE JUDGE. AFTER EACH ROUND RECORD THE "WINNER" OF THAT ROUND. (THE "WINNER" CAN BE FOUND BY ANSWERING THE QUESTION FOR THAT ROUND. THE ANSWERS WILL EITHER BE "INDEX" OR "TABLE OF CONTENTS").

ROUND 1 LISTS THE TITLE OF A CHAPTER WHICH MAY OR MAY NOT DESCRIBE THE SUBJECTS COVERED IN THAT CHAPTER _____

ROUND 2 GIVES PAGE NUMBERS FOR FINDING A SUBJECT IN A BOOK _____

ROUND 3 MAY GIVE YOU "SEE" OR "SEE ALSO" CROSS REFERENCES TO ASSIST YOU IN LOCATING INFORMATION _____

ROUND 4 INFORMATION (SUBJECTS COVERED) IS LISTED IN ALPHABETICAL ORDER _____

ROUND 5 MAY HAVE SUBTITLES LISTING SUBJECTS COVERED_____

ROUND 6 YOU HAVE A BOOK ON SNAKES. YOU WANT TO FIND OUT WHAT FOOD A RING NECK SNAKE EATS. THE BEST PLACE FOR YOU TO LOOK IS IN THE _____

ROUND 7 LISTS CHAPTERS IN THE SAME ORDER AS THEY APPEAR IN THE BOOK AND GIVES THE PAGE NUMBER ON WHICH THEY START _____

TEACHER INSTRUCTIONS

DO YOU KNOW THE BEST PLACE TO LOOK?

RECOMMENDED FOR GRADES 4 AND UP. COULD BE USED FOLLOWING A TEACHER TALK ON THE VARIOUS SOURCES LISTED. IT COULD ALSO BE USED WITH STUDENTS IN PAIRS OR SMALL GROUPS. ENCOURAGE (AND ALLOW) THE SHARING/POOLING OF INFORMATION. A TEACHER-DIRECTED LESSON COULD FOLLOW.

THE GOAL IN THE SECOND PART (RATING 1 - 7) IS TO HAVE STUDENTS REALIZE HOW LONG IT MAY TAKE FOR US TO SEE INFORMATION IN PRINT. ALLOW DISCUSSION TIME AND DON'T MAKE A BIG THING OUT OF THE "POSSIBLE" ANSWERS THAT FOLLOW:

1-NEWSPAPER 2-MAGAZINE 3-ALMANAC 4-NON-FICTION BOOK 5-ATLAS 6-DICTIONARY 7-ENCYCLOPEDIA HELP STUDENTS TO SEE HOW LONG IT WOULD TAKE TO GATHER ALL THE INFORMATION FOR A CURRENT ENCYCLOPEDIA. IT MIGHT ACTUALLY BE A FEW YEARS OLD. A MAGAZINE OR NEWSPAPER CAN BE QUITE CURRENT. SOME OF THE LISTINGS ABOVE -- ATLAS, DICTIONARY -- ARE RANKED 5TH AND 6TH ON SHAKY GROUND.

WHICH SOURCE?

(POSSIBLE ANSWERS - ACCEPT OTHER ANSWERS STUDENTS CAN DEFEND)

1. NEWSPAPER, MAGAZINE
2. ALMANAC
3. ATLAS
4. MAGAZINE, ALMANAC
5. NEWSPAPER/MAGAZINE/NEW NON-FICTION BOOK
6. NON-FICTION BOOK/ENCYCLOPEDIA
7. ALMANAC
8. NEWSPAPER
9. ATLAS
10. NON-FICTION BOOK/ENCYCLOPEDIA
11. DICTIONARY/ENCYCLOPEDIA
12. NON-FICTION BOOK/ENCYCLOPEDIA
13. NEWSPAPER
14. ALMANAC
15. NEWSPAPER
16. ENCYCLOPEDIA
17. DICTIONARY

TEACHER INSTRUCTIONS

(CONTINUED)

BATTLE OF THE BOOKS

ROUNDS 1 AND 7 GO TO TABLE OF CONTENTS
ROUNDS 2, 3, 4, 5, AND 6 GO TO INDEX

THE KEY CONCEPT IS THE USE OF AN INDEX TO QUICKLY LOCATE NEEDED INFORMATION.

USING THE MICROFILM CATALOG

1. TWO TITLES ARE IN UPPER AND LOWER CASE LETTERS, SUBJECTS ARE IN ALL UPPER CASE LETTERS

   TITLE: SNAKES
   AUTHOR: RAY BROEKEL
   PUBLISHER: CHILDRENS PRESS
   PLACE: CHICAGO
   DATE: 1982

   CALL NUMBER: J597.96

   SANTA BARBARA AND VENTURA LIBRARIES CARRY THE BOOK.
   SINCE IT'S A JUVENILE BOOK (J) IT MAY NOT BE APPROPRIATE.
   HOWEVER, IT MAY BE A GOOD FIRST REFERENCE OR THE RIGHT LEVEL FOR THE STUDENT.

2. "SEE SERPENT WORSHIP" OR "SEE ALSO PARTICULAR KINDS OF SNAKES, E.G. RATTLESNAKES, POISONOUS SNAKES."

INDEPENDENT ACTIVITIES

ADDITIONAL SUGGESTIONS:

1. ROLE PLAY GOING TO THE LIBRARY, LOOKING UP A SUBJECT, WRITING THE INFORMATION DOWN ON A "SEARCH SLIP" AND SEEKING THE LIBRARIAN'S HELP.

2. ASK A PARENT VOLUNTEER TO TAKE 2 OR 3 STUDENTS TO THE SCHOOL LIBRARY. HAVE THE PARENT VOLUNTEER ACT AS LIBRARIAN TO HELP STUDENTS LOCATE A BOOK IN THE LIBRARY AFTER THEY HAVE FILLED OUT A SEARCH SLIP. THIS ACTIVITY WILL PREPARE THE STUDENTS FOR USING THE PUBLIC LIBRARY.

3. HAVE STUDENTS HELP TO ORGANIZE THE CLASSROOM LIBRARY. THIS CAN BE A SIMPLE CLASSIFICATION ACTIVITY, I.E. ORGANIZING BOOKS BY COLOR OR SIZE, OR A MORE COMPLEX ACTIVITY WHERE BOOKS ARE SORTED BY SUBJECT OR BY AUTHOR'S LAST NAME.

4. PLACE TEN FICTION BOOKS (OR OTHER APPROPRIATE NUMBER DEPENDING ON YOUR GRADE LEVEL) IN A TUB. WORKING IN SMALL GROUPS, THE STUDENTS SHOULD PUT THE BOOKS IN ALPHABETICAL ORDER BY THE AUTHOR'S LAST NAME. EACH MEMBER OF THE GROUP COULD THEN FILL OUT A SHEET, LISTING THE BOOKS IN THE CORRECT ORDER AS FOLLOWS:

AUTHOR'S NAME_____
LAST FIRST

TITLE_____

5. THE ABOVE ACTIVITY COULD BE SET UP WITH SEASONAL BOOKS OR YOUR CHOICE, AS AN INDEPENDENT ACTIVITY, COMPLETE WITH AN ANSWER CARD LISTING THE INFORMATION CORRECTLY IN AN ENVELOPE FOR SELF CHECKING.

6. TAKE THE TIME TO REALLY ORIENT THE CLASS TO WHAT IS IN THE SCHOOL'S LIBRARY. THEN HAVE SMALL GROUPS, WORKING WITH A PARENT VOLUNTEER OR A CROSS-AGE TUTOR, MAKE AND LABEL A MAP OF THE LIBRARY SHOWING WHERE THINGS ARE.

7. The library becomes a more important place when students really use it. Encourage students to note who the author of a book they really like is. Look for other books by this author. Develop an "Outstanding Author List". When a child particularly likes a book by a certain author, he/she can print his/her name at the top of a 3x5 card (last name first) and under the name, list titles of books that they have read by that author. These cards could be used as a bulletin board display or kept in a file box. Cards will have to be alphabetized as names are added providing more alphabetizing practice.

8. An "Outstanding Illustrator List" could also be done, similar to the idea above, except that the illustrator's card would list the authors and titles of books that a particular illustrator has illustrated.

9. Type a group of search slips and have the students put them in alphabetical order by author's last name or classify them as fiction or non-fiction entries. If these cards were laminated, they could be set up as an independent activity complete with answer sheets.

10. Make books and libraries an important part of your lessons. Read to your class every day. Make arrangements to take your class to the local library. Before you assign a report, take the time to visit your local librarian and find out what and if materials are available. Stagger similar assignments with other teachers at your grade level so that enough books are available for everyone. The library is a wonderful place, a fantastic teacher resource - use it wisely!

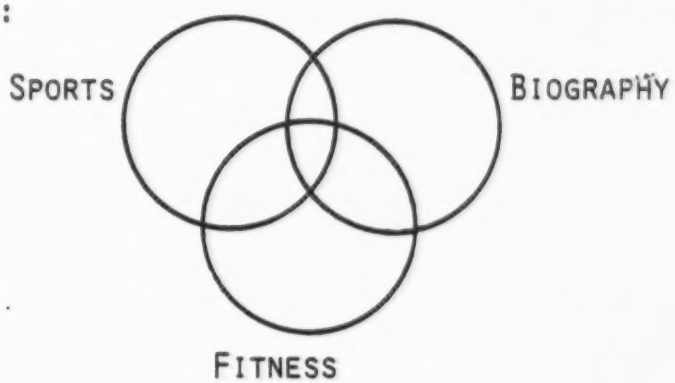
INDEPENDENT ACTIVITIES

1. LIBRARY SCAVENGER HUNT - WORKING IN PAIRS OR SMALL GROUPS, GIVE STUDENTS LISTS OF QUESTIONS OR BITS OF INFORMATION TO FIND IN YOUR LIBRARY. HAVE THEM RECORD BOTH THE INFORMATION AND THE SOURCE. SAMPLE QUESTIONS FOLLOW. YOU WILL NEED TO DEVELOP YOUR OWN LESSON.

- WHAT IS THE LENGTH OF THE AMAZON RIVER?
- WHAT IS THE MOST RECENT BOOK WRITTEN BY BEVERLY CLEARY THAT THE LIBRARY OWNS?
- NAME THREE MAGAZINES A PERSON MIGHT LOOK IN TO FIND INFORMATION ABOUT CURRENT ELECTRONIC GADGETS.
- NAME THREE WAYS THE BOOK THE BABE RUTH STORY MIGHT BE LISTED IN THE MICROFILM CATALOG. CHECK THESE OUT TO VERIFY.
- HOW MUCH TALLER IS THE EMPIRE STATE BUILDING THAN THE STATUE OF LIBERTY?
- LIST AS MANY SOURCES AS YOU CAN THAT HAVE THE BIRTHDATE OF ORVILLE WRIGHT.

QUESTIONS LIKE THESE CAN BE ADAPTED TO USE IN A SCHOOL OR PUBLIC LIBRARY. WHEN THE SEARCHING TIME IS OVER ALLOW AMPLE TIME TO SHARE BOTH THE ANSWER AND THE LOCATION OF THE ANSWER. BE SURE AND CHECK TO SEE IF SOME STUDENTS FIND THE ANSWERS FROM DIFFERENT SOURCES.

2. SORT THE TITLES OF A GIVEN LIST OF BOOKS INTO A VENN DIAGRAM LISTING SUBJECTS:



- THE BABE RUTH STORY
- AEROBICS AND YOU
- MARY DECKER SLANEY- - A TRAINING DIARY
- MEN AND WOMEN OF THE OLYMPICS
- RONALD REAGAN
- A HISTORY OF TENNIS
- ARE YOU IN SHAPE?

BRAINSTORM WHERE YOU MIGHT LOOK TO FIND A SPECIFIC BIT OF INFORMATION OR A SPECIFIC TOPIC. HOW MANY SUBJECT LISTINGS MIGHT IT HAVE IN THE

GLOSSARY

ALMANAC - A BOOK PRINTED EVERY YEAR WHICH HAS TABLES OF FACTS AND FIGURES AND BRIEF INFORMATION ON MANY SUBJECTS.

ATLAS - A BOOK OF MAPS.

AUTHOR - A PERSON WHO WRITES A STORY, A BOOK, A PLAY OR A POEM.

AUTOBIOGRAPHY - THE STORY OF A REAL PERSON'S LIFE WRITTEN BY THAT PERSON.

BIOGRAPHY - THE STORY OF A REAL PERSON'S LIFE.

BOOK - A GROUP OF PAGES. THEY ARE COVERED WITH WORDS PRINTED BY A MACHINE. THE PAGES ARE HELD TOGETHER WITH THREAD OR GLUE.

CALL NUMBER - OR ADDRESS OF A BOOK, WHICH IS SHOWN ON THE SPINE OF THE BOOK AND ON THE LEFT SIDE OF THE ENTRY IN THE CATALOG.

CASSETTE - A HOLDER WITH PLASTIC TAPE FOR PLAYING OR RECORDING SOUND OR FILM.

CATALOG OF BOOKS - A LIST OF BOOKS THAT THE LIBRARY OWNS, IN THE ORDER OF THE ALPHABET, INCLUDING THE AUTHOR, TITLE, AND SUBJECT. THE CATALOG OF BOOKS MAY BE ON CARDS IN DRAWERS, IN BOOK FORM ON PAPER, ON MICROFILM VIEWED ON A SCREEN, OR ON A COMPUTER.

COMPUTER - AN ELECTRONIC MACHINE WHICH SOLVES PROBLEMS USING INFORMATION OR DOES OTHER WORK WITH THAT INFORMATION.

COPY MACHINE - A MACHINE THAT TAKES A PICTURE OF SOMETHING AND QUICKLY MAKES ANOTHER ONE ALMOST JUST LIKE IT.

COPYRIGHT - THE EXCLUSIVE RIGHT TO PUBLISH OR SELL A CERTAIN BOOK, PICTURE, ETC., GRANTED BY A GOVERNMENT FOR A CERTAIN NUMBER OF YEARS.

DEWEY DECIMAL SYSTEM - A SYSTEM USED TO ORGANIZE BOOKS, PAMPHLETS, ETC. USED IN MANY LIBRARIES. EACH SUBJECT IS GIVEN A SPECIFIC NUMBER (USUALLY USED FOR NON-FICTION).

DICTIONARY - A BOOK THAT EXPLAINS WHAT WORDS MEAN. THE WORDS ARE PUT IN THE SAME ORDER AS THE ALPHABET. IT ALSO TELLS HOW TO SAY AND HOW TO SPELL THE WORD.

ENCYCLOPEDIA - A BOOK OR SET OF BOOKS GIVING INFORMATION ON ALL KINDS OF THINGS, WITH THE ARTICLES IN THE ORDER OF THE ALPHABET.

ENTRY- EACH LISTING IN THE CATALOG FOR A SPECIFIC BOOK BY AUTHOR, TITLE, OR SUBJECT.

GLOSSARY (CONTINUED)

FICTION - A STORY THAT IS MADE UP OR IS NOT TRUE OR IS MAKE-BELIEVE.
GLOBE - A ROUND BALL-LIKE OBJECT WITH A MAP OR THE EARTH ON IT.
GOVERNMENT DOCUMENT- A PAMPHLET, BOOKLET, OR BOOK PRINTED BY A CITY, STATE, OR THE U.S. GOVERNMENT CONTAINING INFORMATION.
INDEX - A LIST OF WHAT IS IN A BOOK, TELLING ON WHAT PAGES TO FIND EACH THING. IT IS USUALLY PUT AT THE END OF THE BOOK AND IS ARRANGED IN THE ORDER OF THE ALPHABET.
LIBRARIAN - A TRAINED PERSON WHO WORKS IN THE LIBRARY WHO HELPS PEOPLE DECIDE WHAT TO READ, TO FIND BOOKS, AND WHO ANSWERS QUESTIONS.
LIBRARY - A PLACE WHERE MANY BOOKS, RECORDS, CASSETTES, MAGAZINES, NEWSPAPERS AND OTHER THINGS ARE KEPT FOR PEOPLE TO BORROW TO USE AT HOME OR TO USE IN THE BUILDING.
MAGAZINE - A PAPER-COVERED GROUP OF PAGES THAT HAS STORIES BY DIFFERENT PEOPLE, AND COMES OUT USUALLY EVERY WEEK OR EVERY MONTH.
MAP - A PICTURE THAT SHOWS WHERE PLACES ARE.
MICROFICHE - CARD OR SHEET OF FILM ON WHICH PHOTOGRAPHS OF THE PAGES OF BOOKS, MAGAZINES, NEWSPAPERS HAVE BEEN MADE IN ORDER TO KEEP THEM IN A VERY SMALL SPACE. IT CAN THEN BE SEEN ON A SPECIAL MACHINE.
MICROFILM - ROLL OF FILM ONTO WHICH PAGES OF BOOKS, MAGAZINES AND NEWSPAPERS HAVE BEEN PHOTOGRAPHED IN ORDER TO KEEP THEM IN A VERY SMALL SPACE. IT CAN THEN BE SEEN ON A SPECIAL MACHINE.
MICROFICHE/MICROFILM READER - A MACHINE USED TO READ INFORMATION THAT HAS BEEN MADE VERY SMALL BY PHOTOGRAPHING IT ONTO A SHEET OR ROLL OF FILM. THE MACHINE ENLARGES THE INFORMATION WITH LIGHT AND MIRRORS SO IT CAN BE SEEN ON THE SCREEN. A COPY CAN THEN BE MADE ON SOME MACHINES.
NEWSPAPER - A GROUP OF LARGE PAGES USUALLY FOLDED TOGETHER THAT HAVE PICTURES AND STORIES THAT TELL ABOUT THINGS THAT JUST HAPPENED. IT IS USUALLY PRINTED EVERY DAY OR AT LEAST ONCE A WEEK.
NON-FICTION - A TRUE STORY OR BOOK ABOUT REAL THINGS.
PAMPHLET - A BOOKLET OR SMALL BOOK IN PAPER COVERS, USUALLY KEPT IN A FOLDER IN A FILING CABINET.
PERIODICAL - A MAGAZINE THAT APPEARS REGULARLY LIKE WEEKLY OR MONTHLY.
PHONOGRAPH - A MACHINE THAT PLAYS RECORDS.

GLOSSARY (CONTINUED)

READER'S GUIDE - AN INDEX TO MAGAZINE OR PERIODICAL ARTICLES WHICH HELPS TO FIND INFORMATION THAT APPEARED IN AN ARTICLE. VERY GOOD FOR FINDING RECENT OR UP-TO-DATE INFORMATION.

RECORD - A ROUND, FLAT OBJECT THAT HAS SOUND ON IT SUCH AS MUSIC OR STORIES, AND IS PLAYED ON A PHONOGRAPH.

REFERENCE COLLECTION - BOOKS IN THE LIBRARY THAT ARE KEPT IN A SEPARATE PLACE THAT USUALLY CANNOT BE CHECKED OUT. THESE BOOKS ARE USED BY MANY PEOPLE TO FIND THE ANSWERS TO THEIR QUESTIONS.

SPECIAL EVENTS - PROGRAMS THAT THE LIBRARY HAS SUCH AS STORY-TIME, FILMS, PUPPET SHOWS, MAGIC SHOWS, PLAYS, SING-ALONGS, BOOK DISCUSSIONS, AND BOOK CLUBS AND OTHERS.

STUDY AREAS - A PART OF THE LIBRARY SET ASIDE FOR PEOPLE TO WORK AND READ QUIETLY AND WHERE NOISE SHOULD NOT BE MADE.

SUBJECT - WHAT THE BOOK IS ABOUT.

TABLE OF CONTENTS - A LISTING IN THE FRONT OF THE BOOK IN BRIEF FORM OF WHAT IS IN THE BOOK.

TITLE - THE NAME OF THE BOOK, STORY, POEM, PLAY OR SONG.

TYPEWRITER - A MACHINE FOR WRITING WHICH REPRODUCES LETTERS SIMILAR TO PRINTED ONES.

GLOSSARY

ALMANAC - A REFERENCE BOOK PUBLISHED EVERY YEAR THAT HAS TABLES OF FACTS AND FIGURES AND SUMMARIES OF INFORMATION ON MANY SUBJECTS.

ATLAS - A BOOK OF MAPS.

AUTHOR - A WRITER OR PERSON WHO WRITES BOOKS, POEMS, STORIES OR ARTICLES.

AUTOBIOGRAPHY - AN ACCOUNT OF A PERSON'S LIFE WRITTEN BY THAT PERSON.

BIOGRAPHY - AN ACCOUNT OF A PERSON'S LIFE.

BOOK - A WRITTEN OR PRINTED WORK OF CONSIDERABLE LENGTH, ESPECIALLY ON SHEETS OF PAPER BOUND TOGETHER BETWEEN COVERS.

CALL NUMBER - OR THE ADDRESS OF A BOOK, WHICH IS SHOWN ON THE SPINE OF THE BOOK AND ON THE LEFT SIDE OF THE ENTRY IN THE CATALOG.

CASSETTE - A CONTAINER HOLDING MAGNETIC TAPE FOR PLAYING OR RECORDING SOUND AND/OR PICTURES AUTOMATICALLY.

CATALOG OF BOOKS - A LIST OF BOOKS, ARRANGED ALPHABETICALLY, WHICH THE LIBRARY OWNS. THE CATALOG MAY INCLUDE AUTHOR, TITLE, AND SUBJECT ALL IN ONE ALPHABET, OR SEPARATELY. THIS CATALOG OF BOOKS MAY BE ON CARDS, IN DRAWERS, ON MICROFILM OR MICROFICHE TO BE VIEWED IN A MACHINE THAT ENLARGES THE PRINT AND SHOWS THE INFORMATION ON A LIGHTED SCREEN, OR ON A COMPUTER TO BE VIEWED ON A MONITOR.

COMPUTER - AN ELECTRONIC MACHINE THAT EITHER SOLVES PROBLEMS WHEN GIVEN CERTAIN CODED INFORMATION OR OTHERWISE PROCESSES AND STORES THAT INFORMATION.

COPY MACHINE - A MACHINE THAT PHOTOGRAPHICALLY COPIES SOMETHING AND THEN PRINTS A COPY VERY SIMILAR TO THE ORIGINAL.

COPYRIGHT - THE EXCLUSIVE RIGHT TO PUBLISH OR SELL A CERTAIN BOOK, PICTURE, ETC., GRANTED BY A GOVERNMENT FOR A SPECIFIC NUMBER OF YEARS.

DEWEY DECIMAL SYSTEM - SYSTEM FOR ORGANIZING OR CLASSIFYING BOOKS, PAMPHLETS, ETC., USED IN MANY LIBRARIES. EACH SUBJECT AND ITS SUB-DIVISIONS ARE ASSIGNED SPECIFIC THREE-DIGIT NUMBERS AND DECIMALS. (USUALLY USED FOR NON-FICTION).

DICTIONARY - A BOOK THAT EXPLAINS THE WORDS OF A LANGUAGE OR OF SOME SPECIAL SUBJECT, ARRANGED ALPHABETICALLY. IT GIVES THE MEANING, PRONUNCIATION AND SPELLING OF A WORD.

ENCYCLOPEDIA - A BOOK OR SET OF BOOKS GIVING INFORMATION ON ALL BRANCHES OF KNOWLEDGE, WITH ITS ARTICLES ARRANGED ALPHABETICALLY, OR IT MAY BE A BOOK TREATING ONE SUBJECT VERY THOROUGHLY, WITH ITS ARTICLES ARRANGED ALPHABETICALLY.

ENTRY - EACH LISTING IN THE CATALOG FOR A SPECIFIC BOOK. THE THREE KINDS OF ENTRIES ARE: AUTHOR, TITLE, AND SUBJECT.

FICTION - NOVELS, SHORT STORIES, AND OTHER PROSE WRITING THAT TELL ABOUT IMAGINARY PEOPLE AND HAPPENINGS.

GLOBE - SPHERE WITH A MAP OF THE EARTH OR SKY ON IT.

GOVERNMENT DOCUMENT - A PAMPHLET, BOOKLET, OR BOOK PRINTED BY A CITY, STATE, OR THE U.S. GOVERNMENT CONTAINING INFORMATION.

INDEX - LIST OF WHAT IS IN A BOOK, TELLING ON WHAT PAGES TO FIND NAMES, TOPICS, ETC., USUALLY FOUND AT THE END OF THE BOOK AND ARRANGED ALPHABETICALLY TELLING WHERE TO FIND THAT INFORMATION.

LIBRARIAN - A PERSON TRAINED TO WORK IN THE LIBRARY WHO HELPS PEOPLE FIND BOOKS AND OTHER INFORMATION, ANSWERS QUESTIONS, AND SUGGESTS BOOKS TO READ.

LIBRARY - COLLECTION OF BOOKS, MAGAZINES, NEWSPAPERS, CASSETTES, RECORDS AND FILMS TO BE USED BY PEOPLE IN THE BUILDING AND ALSO FOR BORROWING.

MAGAZINE - A PUBLICATION ISSUED AT REGULAR INTERVALS, ESPECIALLY WEEKLY OR MONTHLY, WHICH CONTAIN STORIES, ARTICLES, PHOTOGRAPHS, ETC. BY VARIOUS CONTRIBUTORS.

MAP - A DRAWING REPRESENTING THE EARTH'S SURFACE OR PART OF IT, USUALLY SHOWING COUNTRIES, CITIES, RIVERS, SEAS, LAKES, AND MOUNTAINS, OR EVEN STREETS.

MICROFICHE - A CARD OR SHEET OF FILM ONTO WHICH PAGES OF BOOKS, MAGAZINES, AND NEWSPAPERS HAVE BEEN PHOTOGRAPHED. THIS ALLOWS THE INFORMATION TO BE KEPT IN A VERY SMALL SPACE. IT CAN BE VIEWED ON A SPECIAL MACHINE.

MICROFILM - ROLL OF FILM ONTO WHICH PAGES OF BOOKS, MAGAZINES, AND NEWSPAPERS HAVE BEEN PHOTOGRAPHED. THIS ALLOWS THE INFORMATION TO BE KEPT IN A VERY SMALL SPACE. IT CAN BE VIEWED ON A SPECIAL MACHINE.

MICROFICHE/MICROFILM READER - MACHINES USED TO READ INFORMATION KEPT ON MICROFICHE OR MICROFILM. THE MACHINES ENLARGE THE INFORMATION WITH LIGHT AND MIRRORS SO THAT IT CAN BE READ ON A SCREEN, AND ON SOME, A COPY CAN BE MADE.

NEWSPAPER - A DAILY OR WEEKLY PUBLICATION PRINTED ON LARGE SHEETS OF PAPER FOLDED TOGETHER, TELLING THE NEWS, CARRYING ADVERTISEMENTS, AND HAVING STORIES, PICTURES, ARTICLES, AND USEFUL INFORMATION.

NON-FICTION - FORM OF WRITING THAT DEALS WITH REAL PEOPLE AND EVENTS RATHER THAN IMAGINARY ONES SUCH AS BIOGRAPHIES AND HISTORIES.

PAMPHLET - BOOKLET IN PAPER COVER THAT OFTEN DEALS WITH A QUESTION OF CURRENT INTEREST.

PERIODICAL - A MAGAZINE THAT APPEARS REGULARLY LIKE WEEKLY OR MONTHLY.

PHONOGRAPH - A MACHINE THAT REPRODUCES SOUNDS FROM RECORDS.

READER'S GUIDE - AN INDEX TO MAGAZINE ARTICLES WHICH HELPS TO FIND INFORMATION ON A SUBJECT THAT APPEARED IN A MAGAZINE ARTICLE. VERY GOOD FOR GETTING RECENT OR UP-TO-DATE INFORMATION.

RECORD - A THINK, FLAT DISK, USUALLY OF VINYL OR OTHER PLASTIC WITH NARROW GROOVES ON ITS SURFACE, USED ON A PHONOGRAPH. VARIATIONS IN THE GROOVES OF THE RECORD ARE PICKED UP BY THE NEEDLE OF THE PHONOGRAPH AND TRANSFORMED INTO AUDIBLE SOUND.

REFERENCE COLLECTION - A GROUP OF BOOKS IN THE LIBRARY KEPT TOGETHER AND USED FOR INFORMATION OR HELP. THESE BOOKS ARE USUALLY ONLY FOR USE IN THE LIBRARY. ALMANACS, DICTIONARIES, ENCYCLOPEDIAS, ATLASES, AND GLOBES ARE EXAMPLES FROM THE REFERENCE COLLECTION.

SPECIAL EVENTS - PROGRAMS THAT THE LIBRARY PRESENTS SUCH AS STORY-TIME, BOOK DISCUSSIONS, FILMS, PUPPET SHOWS, MAGIC SHOWS, PLAYS, SING-ALONGS, BOOK CLUBS AND OTHER SUCH THINGS.

STUDY AREA - AN AREA OF THE LIBRARY RESERVED FOR READING OR OTHER VERY QUIET WORK.

SUBJECT - THAT WHICH THE BOOK IS ABOUT OR WHAT IS DISCUSSED IN THE BOOK.

TABLE OF CONTENTS - A LISTING IN THE FRONT OF THE BOOK IN BRIEF FORM OF WHAT IS CONTAINED IN THE BOOK.

TITLE - THE NAME OF THE BOOK, POEM, PLAY, SONG, ETC.

TYPEWRITER - A MACHINE FOR WRITING WHICH REPRODUCES LETTERS, FIGURES, ETC., SIMILAR TO PRINTED ONES . OFTEN AVAILABLE FOR USE IN THE LIBRARY, AND SOMETIMES A FEE IS CHARGED.

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SEVERAL PUBLISHERS DISTRIBUTE DUPLICATING MASTER WORKBOOKS ON LIBRARY SKILLS. THEY ARE AVAILABLE COMMERCIALLY AND MAY HELP TO SUPPLEMENT THE RESOURCE GUIDE.